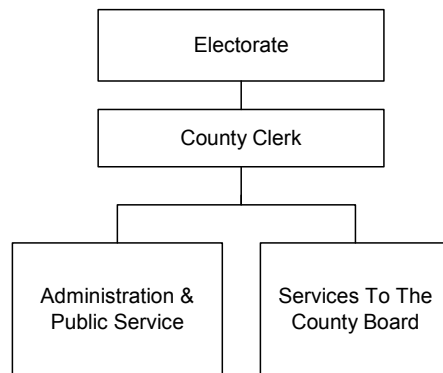


COUNTY CLERK (3270)



MISSION

The mission of the Office of the County Clerk is to support the legislative activities of the Milwaukee County Board of Supervisors and the general operations of County government, and to provide the highest quality services to the public at the lowest cost to the taxpayers.

Budget Summary

	2013	2012/2013 Change
Expenditures	820,518	25,894
Revenue	475,325	4,825
Levy	345,193	21,069
FTE's	7.0	0.0

Major Programmatic Focus

- Continue to implement and administer the on-line legislative workflow and public access system – County Legislative Information Center (CLIC).
- Implement “paperless” procedure for processing claims, court summons, and complaints naming Milwaukee County.

OBJECTIVES

- Maintain accurate and up-to-date records of County Board actions and County Ordinances.
- Issue marriage licenses and domestic partnership declarations in an accurate and timely manner.
- Regulate lobbyists and lobbying activity pursuant to Chapter 14 of the Milwaukee County Code of General Ordinances.
- Process passport applications in an accurate and timely manner.
- Increase revenue by increasing sales of Wisconsin Department of Natural Resources licenses and Milwaukee County Transit System tickets.
- Strengthen county government by providing quality administrative support to county government departments and prompt and accurate information and services to the public.
- Improve public access to county legislative activities by implementing and administering the County Legislative Information Center (CLIC).

ADOPTED 2013 BUDGET

DEPT: County Clerk

UNIT NO. 3270
FUND: General - 0001

DEPARTMENTAL PROGRAM DESCRIPTION

Pursuant to Section 59.23 of the Wisconsin Statutes and Section 56.09 of the Milwaukee County Code of Ordinances, the independently elected County Clerk records the proceedings of the County Board of Supervisors, maintains all legislative files, updates existing ordinances and publishes new ordinances online.

The County Clerk issues marriage licenses and domestic partnership declarations pursuant to Chapters 765 and 770 of the Wisconsin Statutes. In accordance with Chapter 14 of the Milwaukee County Code of General Ordinances, the County Clerk registers all lobbyists and lobbying principals and reports lobbying registrations and expenditures to the County Board, County Executive, and the public.

The Office of the County Clerk serves as an information clearing house for corporate Milwaukee County by: receiving and processing claims and court summons and complaints naming Milwaukee County; maintaining the central file of county deeds, contracts, insurance policies, agreements, leases, easements, and certificates of title for all county-owned vehicles; administering oaths of office and maintaining record of such oaths; receiving and publicly opening all sealed bids for County public improvement projects; and maintaining a file of qualified public improvement contractors.

The County Clerk accepts and processes passport applications and sells Milwaukee County Transit System tickets and Wisconsin Department of Natural Resources licenses and permits. The County Clerk also processes lien notices and actions against contractors performing County public improvements.

The County Clerk assists the County Board and County departments with the implementation of the legislative workflow and public access system, County Legislative Information Center (CLIC), and utilizes the system for tracking County Board files and recording Board proceedings and county ordinances.

The County Clerk continuously improves access to the office website and updates information and forms for services provided by the Office of the County Clerk using existing web-based technology and the Department of Administrative Services – Information Management Services Division expertise.

2013 BUDGET

Approach and Priorities

- Utilize the County Legislative Information Center (CLIC) to reduce costs and increase the productivity and efficiency of legislative services and improve public access to County Board actions.
- Improve customer service through the use of internet transactions.
- Continually update the County Clerk website to provide more information to the public in a user-friendly manner.
- Implement “paperless” procedure for processing claims, and court summons and complaints naming Milwaukee County.
- Continue to scan County Board files, domestic partnership applications, and marriage license applications to digital media.

ADOPTED 2013 BUDGET**DEPT: County Clerk****UNIT NO. 3270**
FUND: General - 0001**Budget Highlights****Increase Marriage License and Domestic Partnership Fees and Revenues (\$8,925)**

Revenue from the issuance of marriage licenses and domestic partnership declarations is increased by \$8,925, or 3 percent, to \$308,425 due to an increase in the marriage license and domestic partnership declaration fee from \$105 to \$110.

Advertising Costs \$6,000

Advertising costs for proposed ordinance changes in newspapers, and costs to update the County's online ordinance database (Municode.com) are increased by \$6,000, to \$10,000, based on increased activity and per-unit costs in 2012.

BUDGET SUMMARY				
Account Summary	2011 Actual	2012 Budget	2013 Budget	2012/2013 Change
Personal Services (w/o EFB)	\$ 343,232	\$ 358,349	\$ 363,998	\$ 5,649
Employee Fringe Benefits (EFB)	270,139	280,889	286,555	5,666
Services	27,570	22,500	29,060	6,560
Commodities	4,265	6,600	7,600	1,000
Other Charges	0	0	0	0
Debt & Depreciation	0	0	0	0
Capital Outlay	1,076	0	0	0
Capital Contra	0	0	0	0
County Service Charges	141,547	126,286	133,305	7,019
Abatements	0	0	0	0
Total Expenditures	\$ 787,829	\$ 794,624	\$ 820,518	\$ 25,894
Direct Revenue	441,062	470,500	475,325	4,825
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
Total Revenue	\$ 441,062	\$ 470,500	\$ 475,325	\$ 4,825
Direct Total Tax Levy	346,767	324,124	345,193	21,069

PERSONNEL SUMMARY				
	2011 Actual	2012 Budget	2013 Budget	2012/2013 Change
Position Equivalent (Funded)*	7.1	7.0	7.0	0.0
% of Gross Wages Funded	94.9	100.0	100.0	0.0
Overtime (Dollars)	\$ 0	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	0.0	0.0	0.0	0.0

* For 2011 Actuals, the Position Equivalent and Percentage of Gross Wages Funded are budgeted amounts.

ADOPTED 2013 BUDGET**DEPT: County Clerk****UNIT NO. 3270**
FUND: General - 0001

PERSONNEL CHANGES						
Job Title/Classification	Title Code	Action	# of Positions	Total FTE	Division	Cost of Positions (Salary Only)
None						\$
					TOTAL	\$ 0

ACTIVITY AND STATISTICAL SUMMARY				
	2011 Budget	2011 Actual	2012 Budget	2013 Budget
Marriage Licenses Issued	5,000	4,618	4,900	4,650
Duplicate Marriage Licenses Issued	100	64	100	100
Marriage License Waivers Issued	340	276	340	340
Marriage Civil Ceremonies	1,040	1,000	1,040	1,040
Domestic Partnership Declarations Issued	300	60	100	100
Open Records Requests Processed	100	101	100	100
County Board Files Maintained	1,000	875	1,000	900
County Ordinances Published	25	21	25	25
County Board Proceedings Published	13	15	13	13
Contractor Lien Notices/Vendor Levies	90	48	90	60
Contractor Qualification Statements	200	127	200	150
Claims Processed	500	281	500	400
Summons and Complaints Processed	500	180	250	250
Construction Bid Notices Processed	100	84	100	100
New Contracts Assigned to Files	50	111	100	100
Lobbying Registrations	70	54	70	70
Oaths of Office Administered	100	67	100	100
Wisconsin DNR Licenses Sold	1,000	325	1,000	1,000
Passport Applications Processed	1,000	679	1,000	1,000

ADOPTED 2013 BUDGET

DEPT: County Clerk

UNIT NO. 3270
FUND: General - 0001

FEE SCHEDULE

<u>Service</u>	<u>Fee</u>
Marriage License	\$110.00
Domestic Partnership Declaration	\$110.00
Marriage License Waiver	\$25.00
Duplicate Marriage License	\$10.00
Marriage Ceremony	\$100.00
Passport Application	\$135.00
Lobbyist Registration	\$125.00/principal represented
Lobbying Principal Registration	\$125.00
Lobbying Principal Authorization	\$125.00/lobbyist retained by principal
Notary Fee	\$0.50
Copy Fee	\$0.50 per page

All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severely liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."